



Development Services Department  
Planning Division

## HEARING OFFICER/BOARD OF ADJUSTMENT SUBMITTAL CHECKLIST

NOTE: PLANS WILL BE REJECTED IF THE FOLLOWING ITEMS ARE NOT INCLUDED WITH THE SUBMITTAL.

	Use Permit	Variance	
			<b>BUILDING APPLICATION</b>
	✓	✓	Completed Project Submittal form with Applicant and Property Owner information
	✓	✓	Completed Application Form with Property Owner signature or Letter of Authorization
	✓	✓	Letter of Explanation/Intent/Justification
	✓	✓	Ownership Map, List, and Mailing Labels
		✓	1 – 24"x36" scaled, blacklined Site Plan
	✓	✓	1 – 8 ½" x 11" scaled, blacklined, Site Plan reduction
		✓	1 - 8 ½" X 11" scaled, blacklined Elevations
	✓	✓	1 – 8 ½" x 11" scaled, blacklined Floor Plans

	Variance	
		<b>SIGN APPLICATION</b>
	✓	Completed Project Submittal form with Applicant and Property Owner information
	✓	Completed Application Form with Property Owner signature or Letter of Authorization
	✓	Letter of Explanation/Intent/Justification
	✓	Ownership Map, List, and Mailing Labels
	✓	1 – 8 ½" x 11" scaled, blacklined Site Plan with sign location(s)
	✓	1 – 8 ½" x 11" scaled, Colored, Sign Drawing
	✓	1 – 8 ½" x 11" scaled, blacklined, Sign Drawing
	✓	1 – 8 ½" x 11" scaled, building elevation or photo simulation, fully dimensioned for wall mounted signs